



Craft Vendor Contract
GFWC St. Petersburg Junior Woman's Club
Deck the Halls Holiday Market
Saturday, December 5, 2026

1. Hours of the event are from 11 am - 4 pm, Saturday, December 5, 2026, at St. Petersburg Shuffleboard Club, 559 Mirror Lake Dr N, St. Petersburg, FL 33701. Craft vendors need to stay for the entirety of the event.

2. Each vendor space is 10' x 10' and will be available to set up at 9:15 am on Saturday, December 5, 2026. All vendor spaces are outside. Canopies are welcome provided they fit within the space provided and are weighed down for safety. Please bring your own table, chairs, and canopies as they will not be provided. You may request to rent multiple spaces if needed, based on space available. Electricity is not provided.

3. Parking and Unloading:

- **Where to unload:** Sunshine Center lot or pull to the entrance gate to the market (map will be provided). After unloading, vendors MUST move their vehicle(s) to allow other vendors an opportunity to unload. After unloading, park in the area surrounding the Shuffleboard Club, NOT in the Sunshine Center lot.
- **Deadline to remove vehicles:** All vehicles must be moved from the Sunshine Center parking lot by 10:00 am to allow for guest parking. Arrivals after that time will not be able to park close for unloading.
- **Set up deadline:** set up must be complete by **10:45 am.**
- **Clean up:** Begins at **4:00 pm.** Vendors will not be permitted to break down the space before 4:00 pm.

4. Vendors are responsible for maintaining their own cash boxes. GFWC St. Petersburg Junior Woman's Club or St. Petersburg Shuffleboard Club assumes no responsibility for lost, stolen or damaged merchandise. The vendor will be responsible for collecting and remitting Florida State Sales Tax to the Florida Department of Revenue.

5. Payment must be received to secure your space. The vendor fee for this event, per 10x10 space is:

- \$45 paid contracts received by July 15, 2026
 - \$55 paid contracts received after July 15, 2026
- This amount is due with the return of this contract. Payment methods:
- Checks may be made payable to *GFWC St. Petersburg Junior Woman's Club*
 - Credit card payments by phone will be accepted with an additional \$2 transaction fee
 - Zelle to payments@spjwc.org
 - Venmo (@SPJWC)

This is a rain-or-shine event. No rain dates or refunds will be provided due to weather. You may mail your contract or request a digital contract by contacting spjwcfundraisers@gmail.com. **Please note: all non-digital contracts and checks must be mailed to the P.O. Box below, NOT the event address.**

6. We request that all vendors partner with us by donating a gift certificate or item to use for our event. You may include a sponsorship check, gift certificate with your signed contract, or request a pick up or mail an item. Donations will be used for our raffle baskets.

7. The deadline for all vendor applications is October 15, 2026. Applications received after this date will not be guaranteed a space. Eligible applicants who did not receive a space assignment will be asked to join a waiting list. Available spaces will only be filled from this list. There will be no refunds after November 6, 2026.



VENDOR INFORMATION:

Vendor Name: _____ # of spaces requested _____

Title/Business: _____

Website/Social Media Handles: _____

Business/Home Address: _____

Phone(s): _____ **Email address:** _____

PRODUCT DESCRIPTION: _____

This application is your opportunity to show what makes your products unique. Be thorough and provide details. Businesses that focus solely on promoting services (without selling tangible products) are not eligible. Please email photos of your booth display and products (3-5 photos) to spjwcfundraisers@gmail.com. AI photos are not acceptable.

DONATION:

Description and value of item to be donated: _____

Payment Preference (check one):

- Zelle payments@spjwc.org Venmo [@SPJWC](https://venmo.com/SPJWC) Credit Card (by phone) Check
- \$45.00 - paid contracts received by July 15
 - \$55.00 - contracts received after July 15

I have read and agreed to the terms and conditions as outlined on this contract. By signing this application, I agree to abide by all event rules and releases and hold harmless GFWC St. Petersburg Junior Woman’s Club and the St. Petersburg Shuffleboard Club, including their directors, employees, volunteers, and affiliates, from any liability for personal injury, property damage, or loss or theft of items occurring before, during, or after the event, including travel to and from the event

Signature: _____ Printed Name: _____ Date: _____

Please sign and return contract with payment to:
GFWC SPJWC, Attn: Craft Vendor Chair
P.O. Box 40333, St. Petersburg, FL 33743-0333
NO correspondence should be sent to the event address.

Questions? Please email us at spjwcfundraisers@gmail.com.
Lori Cullen and Jennifer Masterton - 2026 Craft Vendor Co-Chairs
Amy Fattori and Jennifer Masterton - 2026 Deck the Halls Holiday Market Co-Chairs